



**To all Members of the Community & Open Spaces Committee
Community & Open Spaces Meeting Wednesday 9th August 2017**

Chairman: Cllr. P. Burrows

**Councillors: C Chadwick, M. Pigott, J Rowland,
K Rye, H Sanham, R Webster**

2nd August 2017

You are summoned to attend a meeting of the Community & Open Spaces Committee on Wednesday 9th August 2017 at 10.30am at Marshlands Centre, Harbour Road, Seaton, EX12 2LT.

Amy Tregellas

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

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| 17/C&OS/01 | Apologies for absence |
| 17/C&OS/02 | Resignation of Councillor Kevin Rye from the Community & Open Spaces Committee |
| 17/C&OS/03 | Declarations of Interest |
| 17/C&OS/04 | To agree the minutes of the meeting held on Wednesday 5th July 2017 |
| 17/C&OS/05 | Public Question Time |
| 17/C&OS/06 | Update from Marketing & Events Specialist (report to follow) |

- 17/C&OS/07** **Future arrangements for CycleFest**
- 17/C&OS/08** **The Future of the Town Development Team**
To review options (report to follow)
- 17/C&OS/09** **Actions / Projects arising**
- Increasing Space for Artisan Markets
 - Signage in Car Parks
 - Town Guide Distribution
 - Seaton app
 - Signage at Axminster Station
 - Refurbished mural for Skate Park
 - Investigate reinstatement of walkabout sessions with EDDC StreetScene representative
 - Painting of Seaton Street Furniture / Upkeep of Planters
 - Remedial flooding work: Underfleet Play Park
 - Maintenance and repair of equipment in the Underfleet Play Area
 - Seaton in Bloom 2017
 - Seaton in Bloom Sponsorship (estimate of costs from John Widger)
 - Hedge Trimming (on the Underfleet, outside of the Play Park by the entrance to the Car Park)
 - Christmas Lights
 - Seaton Activities Booklet
 - Around Seaton Heritage Trail
 - Review of events attended by the Town Crier
 - Seaton Town Council banners for contractors' vans
 - Cleaning, maintenance and revenue opportunities concerning bus shelters
- 17/C&OS/10** **Application to the Parishes Together Fund**
To consider project(s) to finance from the next application to the Parishes Together Fund
- 17/C&OS/11** **Improving the appearance of the Town Centre, including improved signage**
- 17/C&OS/12** **CONFIDENTIAL ITEMS**
- The Chairman will move that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of items 13, 14 and 15 on this agenda as there is likely to be a disclosure of confidential information.
- 17/C&OS/13** **To confirm contractual arrangements for the provision of youth blogs on Seatondevon.org**

- 17/C&OS/14** **To finalise purchase arrangements for the provision of STC banners for use on contractors' vehicles**
- 17/C&OS/15** **To review and discuss the current Marketing and Events contract and to consider arrangements going forward**



**DRAFT Minutes of the Community & Open Spaces Committee
Wednesday 5th July 2017**

Present:

Chairman Cllr. P. Burrows

Councillors C. Chadwick, M. Pigott, K. Rye, H. Sanham,
R. Webster

In attendance Events and Marketing Specialist
Committee Secretary

12. Apologies for absence

Cllrs Hartnell, Rowland and Rye.

13. Declarations of Interest

Cllr Burrows declared a personal interest in his role as an East Devon District (EDDC) Councillor.

14. To agree the amended minutes of the meeting held on Wednesday 3rd May 2017 and the minutes of the meeting held on Wednesday 7th June 2017

The Committee **RESOLVED** to agree the minutes of the 3rd May meeting subject to an amendment to item 092: Seaton in Bloom - to record that the winners' presentations will take place on Friday 8th September 2017.

The Committee **RESOLVED** to agree the minutes of the 7th June meeting subject to an amendment to item 05: Art@Jubilee - to record that Art@Jubilee will be held in 2017 subject to four pitches being sold.

15. Public Question Time

There were no members of the public present.

16 Update from marketing & Events Specialist

Artisan Market: the Marketing & Events Specialist reported a successful event on 1st July at Thury-Harcourt. Some local traders reported an increase in takings. Local Traders in the vicinity of Windsor Gardens have been advised of the reasons why the Market has moved to Thury-Harcourt for the summer to ensure that all Seaton's retailers benefit from the increased footfall over time. The Committee discussed what could be done to increase footfall in Fore Street given the number of empty shops.

The Committee was of the view that the Seafront Enhancement could increase visitor numbers and discussed the possibility of an increased number of kiosks, and additional advertising via more flags.

The Committee agreed that Officers will contact EDDC's StreetScene to find out the extent of the space afforded stall holders as part of their licence.

Seaton App: The Marketing & Events Specialist has a meeting with two companies during the week commencing 10th July to progress this. It was agreed that Cllrs Burrows and Cllr Webster would form part of the 'interview' panel for the suppliers

Signage at Axminster Station: the Marketing & Events Specialist is liaising with the design company and will circulate the artwork to Members.

Car Park Signage: the Marketing & Events Specialist confirmed that the mock ups need amendment and are in hand.

Cycle Fest: Committee discussed a very successful event, including the Vintage Ride and Market at Cliff Field Gardens. Councillors reported that traders in Fore Street would welcome more involvement and a bigger profile in the Vintage event. The Committee noted that the number of entries for Race Day was up although final figures are to be advised. Securing sponsorship had proved more complex than in 2016, however the Marketing and Events Specialist reported that a good level of sponsorship had been attained in order to allow the event to proceed in 2017. The Committee discussed parking enforcement and the state of the roads which are the responsibility of Devon County Council (DCC). The Committee noted that it is difficult to police numbers taking part in the Open Ride.

The Events and Marketing Specialist invited the Committee to review our capacity for Cycle Fest 2018.

17. **Actions / Projects arising**

Car Park Signage: Cllr Burrows has met with Andrew Ennis of EDDC StreetScene to progress car park signage. Mr Ennis re-affirmed approval for signs to be placed in car parks. The Events and Marketing Specialist will circulate the designs once the map has been re-drawn.

Sea Moorings Project: The Committee agreed to remove this item from the Community & Open Spaces Committee pending prospective consideration by Full Council once the results of the Planning Application are known.

CycleFest: the Committee recorded additional thanks to Cllrs Pigott, Chadwick and Michelle for their help.

Painting Street Furniture: the Committee **RESOLVED** to take this work forward as per the report provided by Cllr Rowland, including the provision of a contractor to carry out the work. The Committee requested an update from the Town Clerk by the end of July on progress on the part of STC's maintenance staff in painting flower pots.

Town Guide 2017 Distribution: The Committee agreed that an update on distribution should be forthcoming for the August meeting of the Committee.

EDDC policy on increased charges for land rental: the Committee agreed to take this item off the list of actions arising.

Refurbished Mural at the Skate Park: the Committee agreed that an update will be an agenda item for the August meeting of this Committee.

Seaton Walkabout Sessions: the Committee agreed that Cllr Pigott and the Town Clerk will arrange a walkabout with Dan Haydon, Technical Officer at EDDC. The walkabout will include a survey of redundant, rusty posts and remedial work needed to the Coach Park.

Adventure Golf: Cllr Pigott advised the Committee that this initiative will not proceed.

Christmas Lights: Cllr Sanham will liaise with Cllr Rowland on progress.

Around Seaton Heritage Trail: Cllr Webster agreed to take this forward in liaison with the Town Clerk to arrive at figures to inform a quote to the Areas of Outstanding Natural Beauty

Contract for Artisan Markets: The Town Clerk was requested to provide clarification on the current contract for the set up and dismantling of Artisan Markets.

Cleaning, maintenance and revenue opportunities in respect of Bus Shelters: Cllr Burrows advised that DCC is in the process of negotiating revenue opportunities with an advertising company which will also be responsible for maintaining the shelters. The Committee expressed concern that resulting advertising may not be in accord with what they would want to see displayed. The Committee will pursue the issue with DCC via a letter to the Integrated Public Transport Manager, making our concerns known and requesting more detail. The Committee discussed the possibility of bus shelter ownership as part of an asset transfer.

Cllr Sanham proposed an additional meeting of the Community & Open Spaces Committee on Wednesday 9th August 2017 at 10.30M.
(Seconded by Cllr Burrows).

The Committee **RESOLVED** to agree the proposal.

Cllr Sanham proposed granting permission to the Countryside Team for an Interpretation Board for the Wetlands in the Underfleet Play Area and advised that EDDC would carry out the installation.

(Seconded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal.

18. *The Committee **RESOLVED** to suspend Standing Orders to consider item 13 on the agenda at this point in the meeting.*

Confidential item

The Chairman moved that in accordance with the Council's Standing Order (1c) press and public would be excluded from the meeting during the discussion of item 14 on the agenda as there was likely to be a disclosure of confidential information.

19. To re-visit the content of, and estimates for the provision of youth information on seatondevon.org.

The Committee was advised that the Marketing & Events Specialist had needed to request new quotes from original suppliers as it had been more than 6 months since their original quotes. One new quote had been supplied for the Youth blog in time for this Committee meeting and it was unlikely that further estimates would be forthcoming for the Youth topic. A further quotation was anticipated for the general blog.

Cllr Sanham proposed deferring this item for further consideration.

There were no seconders to the proposal.

The proposal was not carried.

The Chairman proposed a vote seeking approval of the current supplier subject to clarification from the Town Clerk on the number of estimates which must be obtained in progressing this item.

(Secoded by Cllr Chadwick)

The vote was recorded as follows:

- 5 for
- 1 against

The Committee **RESOLVED** to agree the proposal.

Standing orders were resumed.

20. To review maintenance reports on Play Parks

Cllr Sanham proposed asking STC's Grounds & Maintenance contractor to reduce the height of the hedge on the Underfleet, outside of the Play Park by the entrance to the Car Park.

(Secoded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal.

The Committee noted the maintenance reports on Play Parks.

21. Year to date budget update

The Committee noted the budget update.

22. Seaton Activities Booklet

Cllr Burrows explained that Seaton Seniors had approached STC to ascertain if the Council would like to take over the running of the Activities section of their website.

Cllr Webster proposed an activities section for seniors in the Town Guide 2018 and posting information on both STC's website and Seatondevon.org.

Cllr Sanham proposed that Councillors should review the current guide before taking this issue forward.

(Secoded by Cllr Burrows)

The Committee **RESOLVED** to agree the amended proposal.

23. Seaton in Bloom Sponsorship

The Committee discussed historical arrangements in this regard with sponsors invited to choose locations. The Committee agreed that Cllr Burrows will speak with our Grounds & Maintenance contractor to draw up a schedule of costs, that Members will be contacted to provide historic information they may hold and that Office Staff should locate past paperwork for further consideration.

24. A review of events to be attended by Seaton Town Crier

Cllr Sanham proposed a review of events which promote Seaton and community events to inform the contribution of our Town Crier.

(Secoded by Cllr Burrows)

The Committee **RESOLVED** to agree the proposal.

The Committee agreed that Cllr Pigott will speak with our Town Crier on the matter of events to be attended.

Cllr Chadwick left the meeting at 12.35.

25. CONFIDENTIAL ITEM

The Chairman moved that in accordance with the Council's Standing Order (1c) press and public would be excluded from the meeting during the discussion of item 14 on the agenda as there was likely to be a disclosure of confidential information.

26. To review estimates for the provision STC signage for contractors' vehicles

The Committee **RESOLVED** to defer this item to the next meeting of the Community & Open Spaces Committee to obtain a further estimate. The Events & Marketing Specialist volunteered to send Cllr Burrows details of a company to approach.

The meeting ended at 12.38pm

Chairman:

Date:

Community & Open Spaces Committee Wed. 9th August 2017
Agenda item 08

Update on actions and projects arising

1. Background

1.1 At the meeting of the Community & Open Spaces Committee on 7th June, Members agreed that an update on progress on actions arising and projects in hand with this Committee will be provided as a specific agenda item for the Committee going forward.

1.2 The monthly report provided by our Marketing & Events Specialist will also have reference to projects and issues in this report within our Marketing & Events budget.

2. Projects update

2.1 Increasing Space for Artisan Markets

Councillors discussed this on 5th July and requested officers to check the space available, in total, to sea front traders (i.e., any space which may be available external to the booths). Officers at EDDC have responded by referring STC to the review of Street Trading in hand and advised waiting for the outcomes of the review.

2.2 Signage in Car Parks

Agreed at meeting on 5th July that Cllr P Burrows and our Marketing & Events Specialist will meet with Andrew Ennis of Street Scene to review arrangements going forward. Mock ups are in hand with the Marketing and Events Specialist

2.3 Town Guide Distribution

Distribution to date:

- Seaton and surround
- Beer
- Axminster
- Colyford and Colyton
- Kilmington
- Lyme Regis and Charmouth / including 50 copies to the Tourist Information Centre
- Rousden
- Honiton distribution is underway

The Town Clerk is in contact with Jamie Buckley to determine if the Parishes Together funding originally proposed to fund a wider distribution of this year's guide can be put towards the production of the Town Guide 2018.

2.4 Seaton app

Contract awarded and the company has started work.

2.5 Signage at Axminster Station

Councillors will review mock ups.

2.6 Vandalised Mural at the Skate Park

Councillors have yet to determine the future of the mural.

2.7 Reinstatement of Walkabout Sessions with EDDC Street Scene Officers

Cllr M Pigott and the Town Clerk have a meeting with Dan Haydon, Technical Officer, on Monday 7th August. This will include a review of the remedial work needed in respect of the Coach Park

2.9 Painting of Seaton Street Furniture and Upkeep of Planters

Our Town Clerk is due to meet with the Neighbourhood Officer from DCC to take forward to clarify ownership and to find out more about whether it would be a suitable project to warrant an application to the Community Enhancement Fund / STC Maintenance staff have commenced remedial work to the planters.

2.10 Remedial Flooding work and repairs to equipment at the Underfleet Play Park

Cllr J Rowland and the Town Clerk continue to communicate with HAGS on this issue. Zip wire has now been repaired by STC Maintenance Staff.

2.11 Seaton in Bloom 2017

Officers have confirmed 10 entrants across all categories. The closing date for entries was Monday 31st July 2017.

2.12 Seaton in Bloom Sponsorship

Officers have written to Mr John Widger to ask for a view of costs for the planters concerned. Officers have historic information on the sponsorship costs dating from 2014.

2.13 Hedge Trimming (on the Underfleet, outside of the Play Park by the entrance to the Car Park)

John Widger confirmed that he will undertake this work.

2.14 Christmas Lights and Christmas Lights Switch on

Cllr J Rowland is leading on the provision of Christmas Lights. The Christmas Lights switch on is scheduled for Friday 1st December. The Town Clerk has advised that risk assessments will be needed for both the lights themselves and the switch on event.

2.15 Seaton Activities Booklet

At the Community & Open Spaces Committee Meeting on 5th July Councillors were asked to review the current information provided before deciding if STC will take over the management of this information.

2.16 Around Seaton Heritage Trail

Cllr R Webster has reviewed the current content and forwarded the information to the Town Clerk to use in putting together a bid for funding to the Organisation for Areas of Outstanding Natural Beauty. The bid will also be for funding to reproduce the Time Line.

2.17 Review of events attended by the Town Crier

At the meeting of the Community & Open Spaces Committee on Wednesday 5th July Cllr M Pigott will meet with the Town Crier to review events.

2.18 Seaton Town Council: provision of banners for Council Contractors' vehicles

At the meeting on 5th July, Cllr P Burrows advised that there was still one more estimate to obtain towards a final decision on the provision of banners.

2.19 Cleaning, Maintenance and revenue opportunities concerning bus shelters in Seaton

David Cook, Senior Engineer at EDDC, has confirmed that the council has not discussed bus shelters in Seaton. The Council is in the early stages of discussion with DCC regarding a bus shelter in Axminster and EDDC would be keen to expand this to include shelters in Seaton and elsewhere in the District. Fernbank is a company that maintains shelters and generates revenue by selling advertising space. The officer advises that he is not in control of who or what is advertised.

Community & Open Spaces Committee Wednesday 9th August 2017

Agenda item 08: Update on actions and projects arising: Seaton in Bloom Sponsorship

1. Background

1.1 At the meeting of the Community & Open Spaces Committee on Wednesday 5th July 2017, Councillors began considering arrangements for a Seaton in Bloom Sponsorship project.

1.2 Officers were asked to contact Mr John Widger, the Council's current Grounds & Maintenance Contractor to ascertain his view on the likely costs of planters which may be offered for sponsorship. Mr Widger has kindly provided the estimate of costs listed below.

1.3 Councillors are asked to note that Mr Widger has not included planting space on the Sea Wall in his costings due to state of repair of this space.

2. Estimates of Planting Costs

Large Floor Containers	£35.00
Stone Troughs – extra-large	£35.00
Round Stone Containers	£25.00
Long Black Troughs (seafront)	£25.00

Beds

Sea Wall – not costed due to state of repair of this space

Anchor £250.00

X 2 Rowing Boats Mr Widger has not provided costs

Cliff Field (inside and out) £45.00

Roundabout £100.00

Other Small stone containers

Cross Street Corner £15.00

Cross Street Estate Agents £15.00

Under the ledge at the corner of Boots £20.00